

## The Bank of East Asia, Limited

### About the company

### Internship Information

Interns may be involved in projects in the following aspects:

- Operation efficiency programs;
- Business expansion initiatives.

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### Name of Department(s) offering internship positions:

Project Management and Services Department – Bank-wide Systems

**Internship Duration:** 12 months

**Internship Period:** 7 / 2021 – 6 / 2022

### Intern's Job Description

#### Job Duties:

- To help implement and promote solutions on operation efficiency or business data analysis to business units.
- To collaborate with Information Technology Department in implementing the solutions.
- To analysis the data and turn it into information for presentation

#### Requirements:

- (A) Education Background:
  - UG student.
- (B) Discipline Preferred:
  - Information Management System
  - Information Technology / Computer Science
- (C) Technical Skills:
  - Advanced knowledge of Microsoft Excel (e.g. Macro);
  - SQL (an advantage).
- (D) Language Proficiency:
  - Good command of written and spoken English;
  - Good command of written Chinese, spoken Cantonese.
- (E) Others:
  - Self-motivated, detail-oriented;
  - Good team player;
  - Able to work under pressure;
  - Creative thinking and problem solving.

Enquiry email (if any):